

## Message

**From:** Kilburn, Curtis [Kilburn.Curtis@epa.gov]  
**Sent:** 1/12/2023 3:24:55 PM  
**To:** Hoff, Dale [Hoff.Dale@epa.gov]  
**Subject:** RE: Meeting this afternoon?

Dale

The architecture meeting was a series that Amar set up and he would share changes and information on Architecture direction.

I can chair the call today and have Mark share information on backups and disaster recovery.

Not sure this meeting series is necessary in the future. Your thoughts?

Curt

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**From:** Hoff, Dale <Hoff.Dale@epa.gov>  
**Sent:** Thursday, January 12, 2023 8:48 AM  
**To:** Kilburn, Curtis <Kilburn.Curtis@epa.gov>  
**Subject:** Meeting this afternoon?

What is this meeting? I see I had accepted it last November. I won't be able to make it as I will be starting my travel back to Duluth.

The screenshot shows a Microsoft Outlook window with the 'SCDCD Architecture Meeting - Meeting Occurrence' selected. The ribbon at the top includes 'File', 'Meeting Occurrence', 'Scheduling Assistant', 'Tracking', 'Insert', 'Draw', 'Format Text', 'Review', and 'Help'. The 'Meeting Occurrence' tab is active, showing options like 'Delete', 'Join Teams Meeting', 'Send to OneNote', 'Accept Tentative', 'Decline', 'Propose New Response', 'Time', 'Show As', 'Busy', 'Reminder: 15 minutes', 'Edit Series', 'Categorize', 'High Importance', 'Low Importance', 'Outline', 'Immersive Reader', 'Viva Insights', and 'Reply with Meeting Poll'. Below the ribbon, a notification states: 'Occurs the second Thursday of every 1 month(s) effective 12/6/2022 until 12/6/2023 from 3:00 PM to 3:50 PM. Accepted on 11/16/2022 16:39 PM. This appointment is next to another one on your calendar.' The main body of the meeting entry is titled 'SCDCD Architecture Meeting' and contains the following details: Organizer: C. Stein, Bailey; Sent: Wed 11/16/2022 1:44 PM; Time: Thursday, January 12, 2023 3:00 PM-3:50 PM; Location: Microsoft Teams Meeting; Response: Accepted (Change Response); and a link to 'Click here to join the meeting'. Below this, the Meeting ID is 226 166 195 163 and the Passcode is nM3xZX. At the bottom, there are links to 'Download Teams' and 'Join on the web'. The status bar at the very bottom indicates 'In Shared Folder' and 'Calendar'.

SCDCD Architecture Meeting - Meeting Occurrence

File Meeting Occurrence Scheduling Assistant Tracking Insert Draw Format Text Review Help Tell me what you want to do

Delete Join Teams Meeting Send to OneNote Accept Tentative Decline Propose New Response Time Show As Busy Reminder: 15 minutes Edit Series Categorize High Importance Low Importance Outline Immersive Reader Viva Insights Reply with Meeting Poll

Occurs the second Thursday of every 1 month(s) effective 12/6/2022 until 12/6/2023 from 3:00 PM to 3:50 PM.  
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**SCDCD Architecture Meeting**

Organizer C. Stein, Bailey Sent: Wed 11/16/2022 1:44 PM

Time Thursday, January 12, 2023 3:00 PM-3:50 PM

Location Microsoft Teams Meeting

Response Accepted Change Response

**Microsoft Teams Meeting**

**Join on your computer, mobile app or room device**  
[Click here to join the meeting](#)

Meeting ID: 226 166 195 163  
Passcode: nM3xZX  
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In Shared Folder Calendar